



DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE MCGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF

IMNE-DIX-ZA

8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity – Dix Command Policy Memorandum #7 - Consumption of Alcohol and Permission to Use Alcohol at Unit Function/Activity or in Range Complex

1. This policy memorandum supersedes Installation Command Policy Memorandum #9 - Consumption of Alcohol and Permission to Use Alcohol at Unit Function/Activity or in Range Complex dated 23 July 2009
2. **APPLICABILITY:** This policy applies to all military personnel, civilian employees and all other individuals assigned/attached, to Army Support Activity (ASA) – Dix and Devens Reserve Forces Training Area (DRFTA).
3. The current minimum legal drinking age in all States is 21. No person under the age of 21 will purchase, consume or possess alcoholic beverages while on ASA – Dix or DRFTA. The only exception to this prohibition is Installation sanctioned religious services. No person, regardless of age, may offer, serve or otherwise make available an alcoholic beverage to a person under the legal age for consuming alcohol. (AR 215-1, para 7-7e, NJSA 2C:33-15).
4. A Soldier or civilian employee 21 years of age or older, assigned, attached, working or training at ASA - Dix, or DRFTA will not consume alcoholic beverages:
 - a. While on duty regardless of the hour of the day.
 - b. Within 8 hours immediately prior to assumption of alcohol.
5. Activities on ASA – Dix and DRFTA will not sell or serve alcoholic beverages for apparent immediate consumption on the premises during the normal duty day (0745-1630) to a Soldier who is in military uniform or any other Soldier or civilian employee who is known to be on duty, regardless of the hour of the day. Facilities that sell alcoholic beverages should make this policy clear to consumers by posting the policy and effectively explaining to the customer. Storage or alcohol for personal use in government offices or office refrigerators is not authorized.
6. While at ASA - Dix, or DRFTA on annual training, pre- or post-mobilization training, Reserve Component units may not use alcohol unless an approval has been obtained by the Installation Commander. Mobilizing and demobilizing Soldiers are also subject to First Army East (FAE) Policy #1. In the event that this policy conflicts with FAE policy, Soldiers shall follow the FAE policy. Under any circumstances, if an approved unit function is held on ASA -

IMNE-DIX-MW

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Dix owned or controlled sites and involves alcohol, the unit command will ensure that appropriate controls are in place to prevent endangering Soldiers or the surrounding community.

7. Under controlled conditions, in order to foster camaraderie and morale in a military environment, the ASA - Dix Commander may authorize the serving of alcoholic beverages; but the following controls and responsibilities must be met to obtain approval:

a. All organizational day activities must be at a directorate or special staff level.

b. A major commander, director, and or office/activity chief must personally supervise the activity if alcoholic beverages are to be served. The request for approval to use alcohol must specify the measures taken to prevent endangerment to Soldiers, family members in attendance and the community. If there is alcohol served, there should be no minor children in attendance. A family day should emphasize alcohol and drug free activities so that the adults can be positive role models for the children.

8. Any commander or manager desiring to have an organization day or unit function where alcohol will be served must:

a. Submit a written request (see attached sample) within 10 work days prior to the event. If alcohol is to be served at either a unit function or organizational day, the request must be routed through the Army Substance Abuse Program to assist ASA - Dix in prevention planning. If civilian employees are to attend, the servicing Civilian Personnel Advisory Center needs to offer approval. A copy of the letter stating the unit or organization has approval must be available during the function or activity.

b. Assure that alcoholic beverages will not be served to underage personnel. Additionally, the person serving the alcohol must be at least 21 years of age. A variety of non-alcoholic drinks will be available for those who do not drink.

c. Request should include sufficient details to clearly identify what controls will be in place to ensure the utmost in safety for all present. This includes a command statement of responsibility and a workable prevention plan

10. Alcoholic beverages are completely prohibited at all Range complexes. All users of the ranges, regardless of their status, may not possess, transport, or consume alcoholic beverages while on any of the Range areas. This includes all ranges, to include bivouac sites, tactical areas, artillery and mortar firing points all off-road facilities, and those sites bordering the cantonment. Unit parties may not be held in these areas. Unit parties or functions must be held in cantonment areas and must have prior approval for alcohol to be consumed.

11. Organizations are authorized to conduct organizational day activities for one-half day, twice each calendar year. When alcohol is served programs like Designated Drivers or Safe Tow will

IMNE-DIX-MW

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be encouraged by the command. For other information on prevention planning, contact the Army Substance Abuse Program at (609) 562-4011.

12. Violations of this Policy Memorandum will be grounds for administrative action, non judicial or judicial punishment. Civilian employees violating this directive may be subjected to administrative actions as well as criminal prosecution. Other civilian individuals may also be subjected to criminal prosecution as well as being barred from the Installation.

13. For additional information contact the ADCO at the Army Substance Abuse Program, Building 5203, (609) 562-4011.

Encl
Sample Request


PATRICK J. SLOWEY
Colonel, IN
Commanding

DISTRIBUTION:
A



ORGANIZATION LETTERHEAD

REPLY TO
ATTENTION OF

(Office Symbol)

MEMORANDUM THRU ASA – Dix Army Substance Abuse Program Manager, 5230 Maryland Avenue, Fort Dix, NJ 080640

FOR Commander, Fort Dix, New Jersey 08640

SUBJECT: Request for Approval of Use of Alcohol at Unit Function IAW ASA – Dix Policy #7

1. On *(date)*, from *(start time)* to *(end time)*, the *(unit name)* will conduct its _____ day celebration at *(name of facility, include building number if appropriate)*. For this function, all personnel will be in an off-duty status. Request approval to serve *(list the specific types of alcohol to be served)* to those in attendance who are 21 years of age or older. There will/will not be Family members in attendance.
2. The Commander will publicize the fact that the abuse of alcohol or other drugs will not be condoned within the unit. Officers and NCOs who choose to drink will set the example of responsible drinking practices (AR 600-85).
3. The Command will ensure that:
 - a. A prevention plan is in place for those who choose to drink alcohol. Designated drivers will be clearly identified by command/management and available to anyone without repercussion.
 - b. A variety of non-alcoholic beverages will be readily available.
 - c. How much an individual is permitted to drink will be made clear.
 - d. No persons under the legal age of 21 will be allowed to serve, possess or consume alcoholic beverages. Units will provide for courtesy patrols to ensure safety.
4. For additional information contact _____ at *(telephone number)*.

1 Enclosure
Attendee Listing

Signature Block of Commander

COORDINATION:

CPAC/CPO (Bldg 5418, Delaware Ave)	_____	Approved/Disapproved
MRB (Bldg 5513, Texas Ave)	_____	Approved/Disapproved
Installation Commander or Rep (5417 Alabama Ave)	_____	Approved/Disapproved